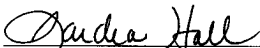


RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGES IN THE COMMUNITY COLLEGE SYSTEM,**

Amend the records retention and disposition schedule approved August 1, 2002 by revising the disposition instructions for Item 45454 as shown on substitute pages dated September 23, 2005.

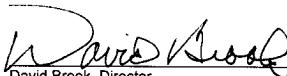
**APPROVAL RECOMMENDED**



Sandra Hall, Chief Records Officer  
Department of Community Colleges

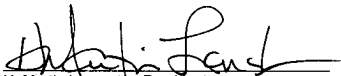


Kenneth L. Whitehurst, Associate Vice President for  
Academic and Student Services




David Brook, Director  
Division of Historical Resources

**APPROVED**



H. Martin Lancaster, President  
Department of Community Colleges



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
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**ADMINISTRATIVE, OFFICE, AND MANAGEMENT RECORDS**

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**Item 45451. Administrative File.** Records concerning the administration of the college. File includes directives, policies and procedures, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures 2 years after superseded or obsolete. Destroy in office remaining records when administrative value ends.

**Item 45452. American with Disabilities Act (ADA) File.** Records concerning the ADA. File includes technical assistance manuals, federal registers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45453. Audio Recordings File.** Sound recordings of special events produced by the college.  
Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
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**Item 45454. Board Of Trustees Minutes, Agendas, And Supporting Documentation File.** Approved minutes and agendas from meetings of the college's Board of Trustees. File also includes supporting documentation, transcribed audiotapes, transcribed stenographic records, and other related records. (This is an essential agency record.) Amended 10-03-05.

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Arrange for delivery of a duplicate copy of the official signed minutes to the State Records Center after 5 years to be microfilmed. (Agency personnel should contact the Imaging Unit, Collections Management Branch, to arrange for transfer of duplicate copy of minutes for microfilming.) Duplicate paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the State Archives for permanent storage in the vault. Transfer original paper records after completion of microfilming and all quality control procedures, and after administrative value ends, to the custody of the College Archives for appraisal and final disposition. Or (B) Microfilm in agency or by outside vendor after 5 years according to standards established by the N.C. Division of Historical Resources. Transfer original paper records after microfilming, after completion of all quality control procedures, and after administrative value ends to the custody of the College Archives for appraisal and final disposition. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location for security storage. Or (C) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Transfer original paper records after scanning, after all quality control procedures have been completed, and after administrative value ends to the custody of the College Archives for appraisal and final disposition. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.) Or (D) Transfer official minutes, agendas, and supporting documents when administrative value ends to the College Archives for appraisal and final disposition. Transfer a duplicate photocopy of the official signed minutes, agendas, and supporting documents to an offsite location for security storage after each meeting.

For all options A-D above, destroy in office remaining meeting records after 5 years. Erase in office transcribed audiotapes when administrative value ends. Destroy in office transcribed stenographic records when administrative value ends. Note: Colleges that do not have an Archives should establish an Archives program or store the records concerned in a secure, protected, environmentally stable area.

**Item 45455. Building Space and Maintenance File.** Records concerning space utilization and maintenance of college's buildings and facilities. File includes work orders, maintenance reports, reports regarding available space, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**Item 45456. Conferences and Workshops File.** Records concerning conferences and workshops conducted by or attended by college personnel. File includes correspondence, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 45457. Departmental Budget and Supplies File.** Departmental budget proposals, approvals, memorandums, list of supplies, receipts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**Item 45458. Disaster Preparedness File.** Records concerning preparation for statewide, local, and other disasters. File includes emergency telephone numbers, evacuation plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45459. Equipment and Supplies Instructions and Catalogs File.** Instruction manuals for equipment and catalogs of supplies for the office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45460. Fund Drives File.** Records concerning donations made to the college's fund drives by office personnel. File includes completed donation forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 45461. History of the College File.** Records concerning the history of the college. File includes publications, correspondence, photographs, and other related records of historical value. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45462. Lists (Duty Roster) File.** Lists of duties and work schedules for office personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45463. Office Administration Correspondence File.** Correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 45464. Office Security File.** Records concerning security procedures for offices of the college. File includes emergency telephone numbers, building key logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45465. Organizational Charts File.** Charts detailing the organizational breakdown of the college's administration. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45466. Other States' Community College Systems File.** Correspondence concerning community college systems in other states.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
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**ADMINISTRATIVE, OFFICE, AND MANAGEMENT RECORDS**

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**Item 45467. Parking File.** Records concerning staff parking assignments. File includes applications for parking assignments, reference copies of parking permits, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45468. Presidential Planning and Development File.** Records concerning the planning, development, and implementation of special projects or programs at the college. File includes project plans, proposals, and other related records. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45469. President's Correspondence File.** Policymaking and legal correspondence of the President of the college. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45470. Publications Received File.** Records concerning subscriptions to publications. File includes correspondence, invoices, reference copies of completed subscription forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45471. Reading File.** Memorandums, correspondence, and other related records maintained in office for reference purposes or circulation.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 45472. Records Management File.** Records concerning management-related topics and management of office's records. File includes records retention and disposition schedules, transfer forms, destruction logs, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office transfer forms and destruction logs permanently. Destroy in office records retention and disposition schedule when superseded. Destroy in office remaining records when administrative value ends.

**Item 45473. Research And Studies (Administrative) File.** Records concerning studies of research projects at the college. File includes study research outlines, published results, and other related records. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

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**Item 45474. Vehicle Requests File.** Completed request forms for the use of college-owned vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 45475. Vice-Presidential Planning And Development File.** Records concerning the planning, development, and implementation of special projects or program. File includes project plans, unit goals, procedures, regulations, and other related records. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Destroy in office unit goals, procedures, and regulations 2 years after superseded or obsolete. Transfer remaining records to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
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**Item 45476. Accounts Payable File.** Records concerning amounts a college may owe.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45477. Accounts Receivable File.** Records concerning accounts receivable from college transactions. File includes dates and amounts of transactions.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45478. Accounts Uncollectable File.** Records concerning the status of past-due accounts. File includes reference copies of notices sent and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after account is cleared or written off if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45479. Audit Reports File.** Reference copies of the college's published audit.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45480. Bad Checks File.** Listings of bad checks written to the college.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after account is cleared or written off if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45481. Bank Statements File.** Bank statements for college accounts. File also includes cancelled checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45482. Bids File.** Requests and responses for price quotes that are used in purchasing equipment, supplies, or services.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45483. Budget Change File.** Budget Transfer (Form DCC 2-4), New Industry Funds Allotment Request (Form DCC2-5), and any supporting documentation, by which an increase, decrease, or transfer of budget is requested. (The Notice of Allotment (Form DCC 2-8) should be included in the case of regular state funds.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45484. Budget Correspondence File.** Correspondence concerning the budget. File also includes budget analysis reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45485. Budget Requests (Form DCC 2-1) File.** Requests that have been approved and submitted.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45486. Budget Resolutions File.** Resolutions to the college's beginning budget as approved by the local board of trustees.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45487. Budget Revision Requests File.** Requests for changes in approved personnel-related budgets. File also includes end of year budget reports.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year (June 30th) budget reports when released from all audits and when reference value ends. Destroy in office remaining records when released from all audits.

**Item 45488. Budget Status Reports File.** Reports detailing the current budget status for all or selected accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45489. Budget Request Worksheets (Form DCC 2-2) File.** Worksheets and other supporting documentation used in formulating the annual budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
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**Item 45490. Capital Improvements File.** Records concerning capital improvement projects and construction at the college. File includes purchase orders, contracts, budget records, requests for reimbursement, supporting correspondence, and other related records. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives 2 years after completion of project and when released from all audits, for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45491. Cash Receipts and Deposits File.** Listing or analysis of cash received and deposited.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45492. Certificate of Deposits File.** Certified state receipts which are deposited daily.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45493. Chart of Accounts Analysis File.** Records listing beginning and ending balances of all accounts and amounts of increase and decrease. File includes June 30th reports.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th reports when released from all audits. Destroy in office remaining records when administrative value ends.

**Item 45494. Check Reconciliation Reports File.** Records in electronic format concerning reconciliation information necessary for balancing bank statements with college ledgers. (Software supported by the System Office. Users' Note: The accounts payable check file is APCHECK. This file may be purged [i.e. cleared] of cancelled checks every 30 days. The purge process will copy records from the APCHECK file to the PRG.APCHECK file. The PRG.APCHECK file must be copied to tape before the purge process is repeated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45495. Check Registers (Form DCC 2-10) File.** Registers listing all accounts payable checks in numerical check number sequence. File also includes preliminary and duplicate registers.

DISPOSITION INSTRUCTIONS: Destroy in office preliminary and duplicate registers when administrative value ends. Destroy in office remaining registers after 6 years.

**Item 45496. Contracts, Agreements, and Leases File.** Contracts, agreements, and leases entered into by college for services, facilities, and equipment.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45497. Departmental Reports File.** Reports listing current and year-to-date expenses. Reports include budget and encumbrance balances on a department or cost center basis. File also includes June 30th reports.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th reports at end of 2 fiscal years and when released from all audits. Destroy in office remaining reports when superseded or obsolete.

**Item 45498. Earning Records File.** Records in paper and electronic formats concerning the earnings of employees at the college. (Software supported by the System Office. Users' Note: The earning record is contained in the Payroll Master File (Item 45519) with deduction information stored in the Payroll Deduction File (Item 45518). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45499. Escheats File.** Records concerning escheated funds reverting to the State of North Carolina and credited to the Department of State Treasurer. File includes outstanding checks and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45500. Financial Statements File.** Balance sheets, statements of income and expenses, and other related records detailing the college's financial position and performance for the fiscal year. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives after 5 years for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45501. Fixed Asset (Equipment Inventory) Reports File.** Reports listing the college's assets and equipment. File also includes year-end reports.

DISPOSITION INSTRUCTIONS: Destroy in office year-end reports when released from all audits. Destroy in office remaining reports when administrative value ends.

**Item 45502. Fund Applications File.** Applications requesting funds for various projects. File also includes project proposals, budget records, requests for reimbursement, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45503. General Ledger Detail Reports File.** Reports listing all detail transactions for the fiscal year-to-date against all account numbers. File also includes June 30th reports.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th reports when released from all audits. Destroy in office remaining reports when administrative value ends.

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**Item 45504. General Ledgers File.** Records in paper and electronic formats concerning college's funds. File also includes June 30th general ledgers. (Software supported by the System Office. Users' Note: This is the General Ledger Summary File "G/L-Summary". At the close of each fiscal year this file is copied to the prior year Summary File "G/L-PYRSUM". "G/L-PYRSUM" must be copied to tape each year prior to running the end-of-year process.) Also retain G/L-PYRACT (General Ledger Prior Year Activity) and G/LPYJE (General Ledger Prior Year Journal Entry) in the same manner.

DISPOSITION INSTRUCTIONS: Retain in office June 30th General Ledgers permanently. Destroy in office remaining ledgers when administrative value ends.

**Item 45505. General Ledger Transactions File.** Records in paper and electronic formats concerning all transactions for each budget code. File also includes June 30th ledgers. (Software supported by the System Office. Users' Note: This is the G/L Activity File. At the end of each fiscal year, after adjustments, but prior to running the end of-year process, this file must be copied to tape.)

DISPOSITION INSTRUCTIONS: Retain in office June 30th ledgers permanently. Destroy in office remaining ledgers when administrative value ends.

**Item 45506. Goods/Materials Received Reports File.** Reports listing purchase order numbers for goods and material received during a specified period.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45507. Grants (Federal) File.** Records concerning federally funded grants and/or projects that are subject to federal audit. File also includes grant and/or project reports, regulations and guidelines, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45508. Health Care Insurance File.** Records concerning health care coverage for individual employees and families. File includes insurance statements, applications, premium paid, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after cancellation of policy if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45509. Increments File.** Records concerning increments in employees' salaries. File includes listings of employees to be granted increments. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45510. Inventories File.** Listing of inventories on hand which are reflected on financial statements at the end of each fiscal year.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45511. Invoices (Paid) File.** Records in paper and electronic formats concerning purchased materials for the college. File includes paid invoices, purchase orders, correspondence, packing slips, shipping forms, requisitions, copies of checks used to pay for purchases, and other related records. (Software supported by System Office Users'. Note: These documents are the source of entries into the voucher file, "VOHDR and VODET". When the associated checks have been written and reconciled, the records may be transferred after 30 days to the purged files and copies to tape for retention according to the schedule.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45512. Journal Entries File.** Data entry forms used to post budget, encumbrance, and all other journal entry types. File also includes supporting documentation. (Software supported by System Office. Users' Note: The journal entry file, "JRNL/ENT", is a temporary file and should be cleared after the Journal Entry Proof Listing and the Summary Expenditures Reports (Form DCC 2-12) have been printed and balanced.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45513. Loans (State and Federal) File.** Records concerning loans, scholarships, and college assistance to students. File includes applications for various loans, correspondence, financial statements, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45514. Monthly Report of Expenditures and Receipts File.** Summary Expenditures Reports (Form DCC 2-12) listing expenditures and receipts of state and county funds.

DISPOSITION INSTRUCTIONS: Destroy in office after close of the current fiscal year and when released from all audits.

**Item 45515. Monthly Report of Subject Wages and Retirement Contributions File.** Records in paper and electronic formats concerning employee's wages and retirement contributions submitted to the retirement system. File also includes detail report for each employee and the summary report. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45516. Outstanding Encumbrance Reports File.** Reports listing encumbrances and obligations represented by open purchases. (Information listed by account number.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45517. Payroll Check Registers File.** Personal Service Voucher Register (Form DCC 2-11) listing payroll checks in numerical check number and direct deposits sequence. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**Item 45518. Payroll Deductions File.** Records concerning deductions withheld from employees' wages. Deductions may be for insurance, tax-sheltered annuities, charitable contributions, or other non-retirement and non-tax voluntary deductions. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45519. Payroll Master File.** Records concerning payrolls for college employees. File includes listings of earnings, deductions, and other related records. (Software supported by System Office. Users' Note: The Personnel File (Item 45633) and Payroll Deductions File (Item 45518) are used in combination to provide data to the payroll and all associated reports. Records which have had no activity for the past year may be purged from the active files at the beginning of a new calendar year; however, the file should be copied to tape before purging.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years of inactivity if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45520. Policies, Procedures, and Regulations File.** Policies and procedures for financial operations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45521. Purchase Orders (Closed) File.** Records in paper and electronic formats concerning purchases received or cancelled. (Software supported by System Office. Users' Note: Purchase orders that are either complete or void should be copied to the purge file ("PRG.PO"). The purge file must be copied to tape prior to the next purge.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45522. Purchase Orders Detail Listing Reports File.** Reports used to verify the correctness of purchase orders. (Information listed in sequence by purchase order number.)

DISPOSITION INSTRUCTIONS: Destroy in office sequence listings when released from all audits. Destroy in office remaining reports when administrative value ends.

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**Item 45523. Purchase Orders Summary Listing Reports File.** Reports which summarizes purchase orders and list types of purchases, costs of purchases, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45524. Requisitions File.** Records in paper and electronic formats concerning the purchase of equipment and/or services. (Software supported by System Office. Users' Note: The requisition files RQHDR and RQDET are purged when the purchase order file (PO) is purged.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45525. Requisition Detail and Summary Listing File.** Reports detailing and summarizing requisitions for a specific time period.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45526. Requisition Slips (Internal) File.** Requisitions for college stores, in-house printing, postage, and other related expenses. File also includes worksheets which reflects the method of prorating these expenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45527. Sales Tax File.** Records concerning the collection and payment of sales and use tax.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45528. Special Funds Reports File.** Reports concerning the financial status of each college fund. File also includes June 30th reports.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th reports after 2 fiscal years and when released from all audits. Destroy in office remaining records when superseded or obsolete.

**Item 45529. Subsidiary Ledgers File.** Subsidiary accounting ledgers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45530. Summary of Expenses and Receipts by Occupational Classification File.** Schedules for the expenditures of funds (Schedule A).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45531. Time Sheets File.** Reference copies of time sheets for college employees. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45532. Vehicles File.** Records concerning vehicles assigned to the college. File includes travel logs, maintenance records, cost reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45533. Voucher Detail And Summary Listings File.** Listings of vouchers that have been entered into an automated accounts payable system.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45534. Withholding (Tax) Forms File.** Forms detailing state and federal withholding exemptions for college employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45535. W-2 Forms File.** Reference copies of salary withholding statements for college employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45536. Adult High School Diploma Course Records File.** Attendance and transcript records for students enrolled in adult high school programs. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 08-01-02

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.)

**Item 45537. Applications for High School Equivalency Certificates File.** Records concerning applicants for the General Equivalency Diploma (GED) test. File includes completed applications, test results, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer electronically test score data for all students who successfully complete the examination of the General Equivalency Diploma (GED) test to the Community College System Office. Retain 1 copy in college permanently. Destroy in office applications and remaining records resulting in incompleteness or failures after 5 years of inactivity.

**Item 45538. Class Rosters File.** Attendance records for each continuing education class offered by the college. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45539. Extension Data Database (Electronic) File.** Records in electronic format providing extension data for each student registered at the college. File also includes back-up records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

**Item 45540. Human Resources Development (HRD) File.** Records concerning the state sponsored Human Resources Development (HRD) program. File includes trainee entry profiles, trainee exit data, post-training follow-up reports, and other related records. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer electronically the completed HRD reporting forms to the Community Colleges System Office on a semester basis. Destroy in office remaining records 5 years after individual terminates participation in the program.



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**Item 45541. College's Class Reports Database (Electronic) File.** Records in electronic format listing each continuing education class of instruction offered by the college and the student hours generated. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

**Item 45542. Job Training and Partnership Act (JTPA) Project File.** Records concerning eligibility for services at a college under the Job Training and Partnership Act (JTPA) funding. File includes eligibility requirements, guidelines and procedures, and other related records. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45543. New Industry Training Program File.** Reference copies of applications and funding records for the New Industry Training Program. (Official records are maintained by the Community College System Office.) (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45544. Student Registration File.** Records concerning extension classes attended by students. File includes completed registration forms; records listing student information, dates, titles, locations and instructors of classes; and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45545. Student Transcripts File.** Official listings of grades, hours of attendance, and continuing education credits (CEUs) earned for each student. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 08-01-02

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.)

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**Item 45546. Applications for Admissions File.** Applications for admissions submitted by individuals who wish to enroll at the college. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer accepted applications to Registrar's Office after student enrolls to be incorporated with Current Student Records File (Item 45548). Destroy in office incomplete applications and applications for students not enrolling after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45547. Available Instructors File.** Lists of available part-time instructors. File includes names and professional experience of part-time instructors.

DISPOSITION INSTRUCTIONS: Destroy in office when instructor has been inactive for 3 years.

**Item 45548. Current Student Records File.** Records concerning students currently enrolled. File includes applications for admission; high school, college, and other academic transcripts; medical records; aptitude and achievement test results; delinquent account records; and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer academic records to Permanent Transcript Records File (Item 45554) upon termination of enrollment or graduation. Destroy in office delinquent account records when account is settled and when released from all audits. Destroy in office remaining records 5 years after student terminates enrollment or graduates if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45549. Curriculum Subject File.** Records concerning curriculums at the college. File includes academic standing lists, attendance records, dean's lists, graduation data sheets, grade distributions, class schedules, proposed developmental studies, reference copies of Board of Trustees minutes, memorandums, projection data, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 45550. Enrollment and Grade File.** Instructors' lists of student attendance and grades. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45551. Financial Aid File.** Records concerning financial aid awarded to students. File includes applications, approvals, accounting records, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer pertinent information to Financial Aid office when action is taken. Destroy in office remaining records 3 years after individual terminates enrollment.

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**Item 45552. Grade Reports File.** Lists of students' grades submitted by instructors to registrar for each class taught. File also includes instructor's copy of grade slips when lists are not made. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45553. College's Class Reports Database (Electronic) File.** Records in electronic format concerning each curriculum class of instruction and the student hours generated. File also includes backup records, rosters, and registration and attendance information. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

**Item 45554. Permanent Transcript Records File.** Transcripts list courses taken, grades received, credit hours or quality points received, degrees or certificates granted, and other related data. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 08-01-02

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.)

**Item 45555. Semester Enrollment Summaries File.** Semester and annual reports sent to the president detailing number of new students, number of classes offered, total enrollment, number of students by curriculum, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45556. Staff Committees File.** Minutes and reports from various staff committees such as Admission and Placement; Faculty Council Hours, Degrees, and Awards; Library; Personnel; Program and Development; Research; Student Activities; and Teaching and In-service Training.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45557. Student Advisement Folders File.** Individual student folders containing interview forms, student test profiles, aptitude test scores, and approved schedule forms. File also includes copies of Permanent Academic Records for students experiencing quality point difficulty. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**Item 45558. Students' Automobile Registration File.** Records concerning the registration of vehicles on campus. File includes registration forms, license plate numbers, names of owners, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45559. Student Correspondence File.** Correspondence with prospective students.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 45560. Student Test Papers File.** Master copies of examinations administered during the school year. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 45561. Veteran Student Benefits File.** Qualifying records and documentary data on eligibility of student to receive veterans' benefits. (Comply with par. 1429-B of Veterans Administration Regulations, VR E Trans. Sheet 378 regarding veteran eligibility and 20-USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of enrollment and when released from all audits in accordance with Veteran Administration Regulations (currently Par. 14209-F).

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**LEARNING RESOURCES CENTER RECORDS**

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**Item 45562. Accession Records File.** Listing of library materials accessioned by the Learning Resources Center. File includes accession or inventory number, author and title, call number, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 45563. Applications for Federal And Foundation Grants File.** Requests for grants. Requests list need for and intended utilization of special funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45564. Circulation Reports File.** Daily, monthly, and annual reports listing the number of items circulated to patrons. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer 1 copy of annual report to the College's Archives after 1 year for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition. Retain in office 1 copy of annual report permanently. Destroy in office remaining records when reference value ends.

**Item 45565. Copyright Records of Interlibrary Photocopy Requests File.** Listing of interlibrary loan transactions relating to photocopying journal articles. Records are maintained to avoid exceeding the five-copy limit for one title during one 12-month period.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years in accordance with the National Commission on New Technological Uses of Copyright Works (CONTU) Guidelines, subsection 108 (g) (2).

**Item 45566. Disposition of Discarded Materials File.** List of discarded materials transferred to other state agencies or destroyed.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45567. North Carolina Higher Education Data (NCHED) And Integrated Postsecondary Education Data System (IPED) File.** Reports sent to the federal government detailing Library/Learning Resources Center budgets, staffs, and collections.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45568. In Process File.** Listings of materials which have been received and are being processed in-house.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45569. Inventory Reports File.** Reports of library holdings. Reports list numbers of books on hand at last inventory, number of books added during year, number of books lost and discarded, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**LEARNING RESOURCES CENTER RECORDS**

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**Item 45570. Notification of Federal and Foundation Funding File.** Statements specifying exact amount of funding and provisions/limitations for fund utilization.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45571. On-Order File.** Listing of materials which have been ordered but not received.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45572. Purchase Orders File.** Purchase orders for all College Library/Learning Resources Center materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45573. Received Records File.** Listing of ordered materials that have been received.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45574. Requisitions File.** Requests for purchase of materials made through the Community College System Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45575. Contracts and Agreements File.** Contracts for services, facilities, construction projects, and other related agreements entered into by the college which were not otherwise addressed in Contracts, Agreements, and Leases File (Item 45495).

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement and/or contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45576. Court Cases (Litigation) File.** Records concerning litigation in which the college is a party. File includes legal opinions and briefs, affidavits, and other related records. (Comply with applicable provisions of G.S. 132-1.1 regarding the confidentiality of attorney-client records.) Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives 10 years after adjudication for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45577. Insurance File.** Records concerning insurance for college property, liability, and other types of coverage. File includes insurance policies and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office insurance policies 6 years after termination or expiration. Destroy in office remaining records when administrative value ends.

**Item 45578. Licensing and Certification File.** Records concerning the licensing or certification of college personnel. File includes applications, test scores, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file when employee receives license and/or certification.

**Item 45579. Ownership Deeds and Titles File.** Deeds and titles to property and equipment owned by the college. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45580. Warranties File.** Warranties that accompany equipment purchased by the college.

DISPOSITION INSTRUCTIONS: Destroy in office upon expiration of warranty or disposal of equipment, whichever occurs later.

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**Item 45581. Workers' Compensation Litigation and Claims File.** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. File includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. File also includes reference copies. (Records concerning claims filed for injuries which occurred prior to July 6, 1994 are considered permanent records in compliance with Hyler v. GTE Prods. Co., 333 N.C. 258 S.E. 2d 698 (1993).) (Comply with applicable provisions of G.S. 8-53, G.S. 97-92(b), and G.S. 126 Article 7 regarding the confidentiality records.) Amended 02-28-02

DISPOSITION INSTRUCTIONS: Retain in office records concerning claims filed for injuries which occurred prior to July 6, 1994 permanently. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. 97-92(a), and in accordance with Office of State Personnel procedures. Retain in office records concerning claims filed for injuries which occurred on or after July 6, 1994, where the Industrial Commission for "Employee's Claim for Additional Medical Compensation Pursuant to N.C. General Statutes 97-25.1" (Form 18M) has been filed, permanently. Destroy remaining records in office after 5 years, in accordance with G.S. 97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.



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**Item 45582. Abolished Positions File.** Records concerning positions that have been abolished. File includes job titles, position descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45583. Accident Reports File.** Completed reports of accidents involving college personnel. File includes affidavits, photographs, and other related records. (Comply with applicable provisions of G.S. 20-166(l), 97-92(b), and 132-1.1 regarding the confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer or transcribe pertinent data into appropriate individual's personnel file when received. Transfer reports concerning accidents resulting in claims to Legal Records, Workers' Compensation Litigation and Claims File (Item 45581) when notified of claim. Destroy in office remaining records concerning claim 5 years after resolution of claim. Destroy in office remaining records after 5 years and after resolution of all official actions, whichever occurs later.

**Item 45584. Addresses File.** Listings of employees' addresses and telephone numbers.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45585. Administrative Subject File.** Records concerning personnel-related subjects. File includes personnel manuals, memorandums, guidelines and policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45586. Affirmative Action File.** Plans, outlines, timetables, goals, objectives, purposes, and reports that are used to document a college's compliance with federal Affirmative Action regulations. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives after 5 years for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45587. Aggregate Service History File.** Records concerning employee's service with the college. File includes yearly leave recapitulations, listings of total time worked, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

**Item 45588. Allocated List File.** Listings of classification titles, position numbers, and names of incumbents in job positions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45589. Applicant Summary File.** Reference copies of summary Equal Employment Opportunity Commission (EEOC) data concerning applicants who apply for advertised positions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 45590. Applications For Approval Of Outside Employment File.** Employees' requests for permission to engage in outside employment.

DISPOSITION INSTRUCTIONS: Destroy in office approved applications 1 year after employee terminates outside employment. Destroy in office disapproved applications after 6 months.

**Item 45591. Applications for Educational Assistance File.** Completed application forms used to request educational leave and/or tuition reimbursement. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 45592. Applications for Employment File.** Completed applications for employment with resumes and other supporting documentation. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Item 45593. Applications of Member for Return of Accumulated Retirement Contributions.**

Reference copies of applications completed by employees for the return of contributions and interest from the State Retirement System. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45594. Budget File.** Reference copies of personnel-related budget records. File includes budget reports, end-of-year (June 30th) budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year (June 30th) budget reports when reference value ends. Destroy in office remaining records after 5 year(s) if no litigation, claim, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45595. Budget Change File.** Records concerning changes in personnel related budget matters. File includes budget change requests, end-of-year (June 30th) budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year (June 30th) budget reports when released from all audits and when reference value ends, whichever occurs later. Destroy in office remaining records when released from all audits.

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**Item 45596. Budget Revision Requests File.** Request for changes in approved personnel-related budgets.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year (June 30th) budget reports after 3 year(s) if no litigation, claim, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records when reference value ends.

**Item 45597. Class Specifications File.** Standards used to determine the classification level of each position at the college.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45598. Classification File.** Completed forms used to request an action concerning existing, new, or additional positions.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45599. Classification Studies File.** Reference copies of position classification studies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45600. Classifications and Salary Ranges File.** Reference copies of approved position classifications and salary ranges.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45601. Clerical Office Management Classification File.** Instructions designed to assist clerical employees in describing work performed.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45602. Correspondence and Memorandums File.** Office correspondence and memorandums concerning personnel-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45603. Deferred Compensation File.** Records concerning the deferred compensation program for employees. File includes requests to participate in the program and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends and when released from all audits.

**Item 45604. Disability Salary Continuation Claims File.** Completed forms used by disabled employees to apply for salary continuation benefits.

DISPOSITION INSTRUCTIONS: Transfer official copies to Teacher and State Employees' Retirement System when received from employee. Destroy in office remaining records after 1 year.

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**Item 45605. Disciplinary File.** Records concerning disciplinary actions brought against college employees for violation of college rules and regulations. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45606. Dual Employment File.** Records concerning employees requesting and engaging in dual employment within state government.

DISPOSITION INSTRUCTIONS: Destroy in office approved requests and related records 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.

**Item 45607. Employee Assistance Program (EAP) File.** Records concerning the Employee Assistance Program (EAP) and related assistance and counseling opportunities. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 45608. Employee Suggestion File.** Suggestions made by college employees.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45609. Employment Tests and Answer Sheets File.** Employment tests given for available positions. File includes applicant's answer sheets. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer applicant employment test, answer sheets, and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office employment test, answer sheet, and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Item 45610. Equal Employment Opportunity File.** Records concerning college's compliance with federal Equal Employment Opportunity Commission (EEOC) regulations. File includes regulations and policies, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 45611. Family Medical Leave Act (FMLA) File.** Records concerning leave under the Family Medical Leave Act (FMLA). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 45612. Fringe Benefits File.** Records concerning fringe benefits available to employees. File includes listings of available benefits, applications by employees to receive benefits, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**Item 45613. Garnishments File.** Records concerning the garnishments of employees' wages. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45614. Grievances File.** Records concerning disputed employee grievances. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after resolution of grievance.

**Item 45615. Group Life, Accident, Disability, or Cancer Insurance File.** Records concerning employees enrolled in a group insurance plan. File includes enrollment forms, reference copies of policies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after employee terminates coverage.

**Item 45616. Health Insurance File.** Correspondence, claims, and other records concerning employees covered by college health plans.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after employee terminates coverage.

**Item 45617. Increments File.** Records concerning increments in employees' salaries. File includes listings of employees to be granted increments.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45618. Internship Program File.** Records concerning internship programs within a college. File includes internship agreements and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45619. Interview File.** Interviewer's comments concerning individuals applying for employment. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

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**Item 45620. Job Evaluation Description File.** Evaluations describing primary purpose of job. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45621. Job Evaluation Questionnaire File.** Completed questionnaires filled out by employees to describe and evaluate their jobs. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45622. Leave File.** Records concerning leave taken by employees of the college. File includes monthly leave reports and semiannual leave recapitulations. (Comply with applicable provisions of G.S. 126-22 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45623. Longevity File.** Listings of employees eligible for longevity pay.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**Item 45624. Maternity Leave File.** Requests for approvals or disapprovals of maternity leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45625. Merit File.** Records concerning the evaluation of employees being considered for a merit increase. File includes evaluation guidelines, rating scales, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45626. Military Leave File.** Requests for approvals or disapprovals of military leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 45627. Notices of Charges and Allegations File.** Records concerning allegations filed with the Equal Employment Opportunity Commission (EEOC). File includes reports, position statements, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45628. Occupational Safety And Health Administration (OSHA) File.** Records concerning OSHA policies and program.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45629. Office Skills Training File.** Listings of courses offered to employees to improve their office skills.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45630. Payroll Authorizations File.** Reference copies of statements signed by employees authorizing specific payroll deductions. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45631. Payroll File.** Financial records concerning college's payroll. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45632. Performance Management Program (PMP) File.** Work plans concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45633. Personnel File.** Individual personnel files for former employees of the college. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)  
Amended 11-15-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

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**Item 45634. Policies and Procedures File.** Reference copies of current personnel-related policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45635. Position Control Cards File.** Cards which lists personnel actions and position control. Cards list position numbers, salaries, duties, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after position is abolished.

**Item 45636. Position Descriptions File.** Reference copies of position descriptions for all college employees.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45637. Position Histories File.** Historical data concerning each college position. Amended 02-28-02.

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when administrative value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45638. Registers File.** Registers that list applicants by position classification.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45639. Requests For Position Classification File.** Requests for position study to determine rank of each allocated position.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45640. Resumes File.** Resumes furnished by applicants listing their qualifications for a position. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer resumes, applications, and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Item 45641. Retirement File.** Records concerning employees who plan to retire or have retired. File includes correspondence, completed retirement forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer official copies of data concerning beneficiaries to the Department of the State Treasurer, Retirement Systems Division, when received. Destroy in office remaining records when reference value ends.



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**Item 45642. Salary Range File.** Listings of salary ranges for all positions.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45643. Savings Bond File.** Records concerning the federal savings bond program. File includes informational pamphlets, listings of participating employees, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45644. Secondary Employment File.** Records concerning employees requesting and engaging in secondary employment. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office approved requests and related records 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.

**Item 45645. Service Awards File.** Listings of employee's eligible for and receiving service awards.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 45646. State Employees' Credit Union File.** Listing of services available to employees through the credit union.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 45647. Statement Of Back Pay File.** Records concerning the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or a State Personnel Commission order. File includes completed back pay calculation forms, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 45648. Unemployment Insurance File.** Wage records of terminated employees. Information is forwarded to the Employment Security Commission to calculate unemployment insurance benefits.

DISPOSITION INSTRUCTIONS: Transfer official copies to Employment Security Commission, Unemployment Insurance Division, when received. Destroy in office remaining records after 4 years.

**Item 45649. Vacancy Clearance File.** Authorizations to fill a vacant position.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 45650. Vacancy File.** Listings of vacant positions within a college.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**Item 45651. Verification Of Employment File.** Inquiries and responses concerning verification of an employee's previous employment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 45652. Withholding Reports File.** Listings of the amount of an employee's annual salary withheld for federal and state taxes. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**Item 45653. Audio Recordings File.** Sound recordings of special events produced by the college. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when administrative value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45654. Biographical Data File.** Records concerning college officials. File includes biographical sketches, news releases, news clippings, photographs, and other related records. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when administrative value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45655. College Publications File.** Publications produced by the college.

DISPOSITION INSTRUCTIONS: Transfer 10 or more copies of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy to the College's Archives for appraisal and final disposition. Destroy in office remaining copies and related records when reference value ends.

**Item 45656. Mailing Lists File.** Mailing lists for the distribution of publications and newsletters.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 45657. Newsclippings (Scrapbooks) File.** Scrapbooks containing news clippings regarding the college and related events. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45658. News Releases File.** College news releases. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45659. Photographs and Slides File.** Photographs and slides of college and college-related special events, individuals, and locations. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

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**Item 45660. Public Relations Correspondence File.** Correspondence concerning the college and college-related matters and events. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives after 5 years for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45661. Speeches File.** Speeches made by college administrators. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when administrative value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.

**Item 45662. Videotapes File.** Video recordings produced by the college for special events. Amended 02-28-02

DISPOSITION INSTRUCTIONS: Transfer to the custody of the College's Archives when reference value ends for appraisal and final disposition. Note: Colleges that do not have an Archives should establish an Archives program or request that historical records be transferred to the custody of the Division of Historical Resources, Raleigh, NC for appraisal and final disposition.